

ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND
POSITION DESCRIPTION

JOB CODE: GSD40004
POSITION TITLE: EDUCATIONAL CONSULTANT
POSITION LOCATION: Agency Administration, Tucson
POSITION REPORTS TO: Superintendent
POSITION SUPERVISES: As Needed

SUMMARY OF WORK:

Under general direction of the superintendent, performs high-level educational work of unusual and extreme difficulty in conducting, managing, and directing the design and implementation of major educational systems and programs including or requiring new approaches, direction or dimensions in any of several aspects of educational administration, development, management and/or operation; performs related work as required. Appointment is ordinarily made on a project assignment basis in response to a specific need.

MINIMUM QUALIFICATIONS:

Bachelor's Degree or higher in Special Education, Education, Educational Administration, or related field. Five years of experience performing Principal or higher level educational administration work requiring considerable technical skill and creativity in the design, development, installation or implementation of educational systems or programs. Certified or certifiable by the Arizona Department of Education. Documented experience working with children who have disabilities including but not limited to sensory impairments. Reliable means of transportation.

EXAMPLES OF DUTIES:

Duties may vary based upon project assignment and may include the following: Manages and directs educational staff in the design, development, implementation and control of all aspects of educational administration systems, greatly revised systems of educational administration, completely revised educational administration systems, and/or a major reorganization of educational programs with major impact on School operations. Conducts in-depth studies of the total impact of educational functions on School operations. Develops and recommends criteria and policies for the design, development, implementation and controls of educational systems. Maximizes cost-effective utilization of human and material resources in the design, development, implementation, and control of educational systems. Supervises and evaluates educational staff as needed in the major overhaul and revision of educational methods and practices. Conducts extensive and intensive research in support of project objectives. Recommends appropriate courses of

PAY PLAN: <u>Admin</u>	GRADE: <u>36</u>	FLSA: <u>Exempt</u>	DATE: <u>Revised: 7/2006</u>
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educational actions. Attends meetings with agency leaders and officials. Conducts investigations, prepares detailed reports, and recommends appropriate action consistent with the law, policy and regulations of the Agency. Performs additional educational project activities as assigned by the Superintendent.

KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of educational systems and programs, and of their purposes and variations in form, structure and content; considerable knowledge of educational principles, concepts and current practices of educational institutions, State government, and government management, including due process, legislative, administrative processes; knowledge of State and federal laws, rules and regulations relating to educational systems; knowledge of State and federal laws, Board policy and administrative regulation relating to educational operations of the Agency.

Considerable skill and facility in conceptualization, design, planning and development of various aspects of educational systems and programs; skill in educational work coordination, management and leadership; skill in written and oral communication; skill in interviewing and eliciting information in support of project objectives; skill in testing and troubleshooting of project elements in area of assignment; skill in conducting research and in extracting, compiling, analyzing, evaluating, synthesizing and presenting information in support of project objectives; skill in interpersonal relations, as applied to contacts with officials, managers and representatives of various agencies and organizations.

WORKING CONDITIONS:

Travel is required.